



Unit and Membership Renewal 2025 Workshop

A Guide for how Unit Key 3 Leaders Can Manage
the Renewal of Their Members and of the Unit

It's Time! Gamehaven Units are up for renewal and so are most of members

my.Scouting

Welcome, Pamela Legried

Pamela Legried
Member ID: 119135900
Registration Expiration Date: 12/31/2025
SYT Expiration Date: 05/31/2026

My Profile My Account My Application

My Training Manage Member ID Scouting America Web Links

Welcome, Pamela Legried

Registration for Pamela Legried is expiring soon, click here to renew

The notification bell has a message with a link to renew. But **WAIT!** How is your Unit handling renewals?

There are 3 ways individuals can be renewed:

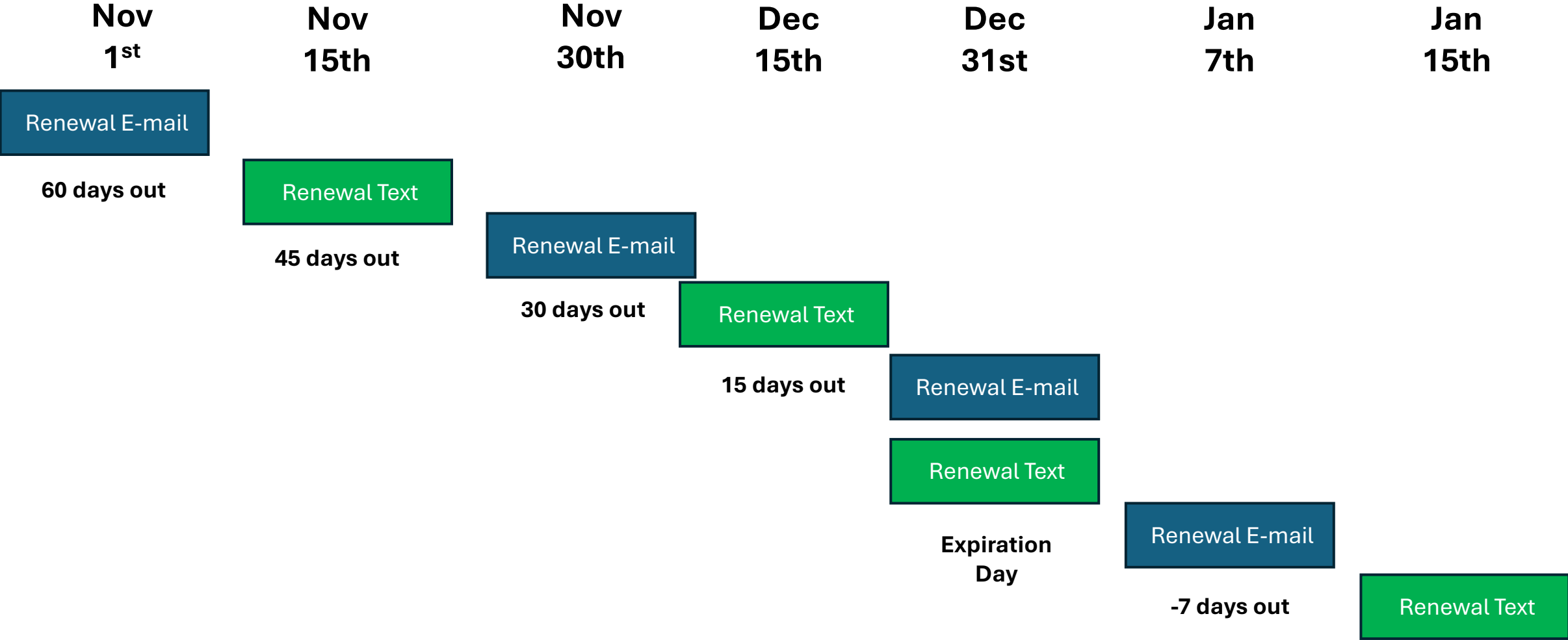
1. **Self or parent renewed**-click on the link in this landing page notification, from received emails or texts, or from My Renewals tab in My Application Tool. Don't click on the link unless you are ready to pay by credit card! If you don't finish payment, a submitted-unpaid-will post and interfere with a renewal being completed!
2. **Unit banking payment posted by Key 3 member** (Debit/credit card or E-check). Expect 3-5 day processing. E-check pay option is new this year; replaced last year's problematic ACH payment.
3. **Pay at Council** into Unit Custodial accounts and Registrar manually processes renewal. Unit payment of Membership Renewal Report required for authorization. Use this option for any youth requesting financial assistance.

COMMUNICATION is key with your families so they know your expectation.

- Below are the **renewal windows** broken down.
 - Council renews member = 3 month
 - Council renews unit = 2 month
 - Unit renew member = 3 month
 - Unit renew unit = 2 month
 - Member doing self-renewal = 2 months
 - Parent renewing youth = 2 months

Member Renewal Cycle – December 2025

430,642 Members Renew



Your Scouting America Membership is up for renewal



Scouting America <noreply@scouting.org>

To Pamela Legried

Retention Policy 3 Year Delete (3 years)

If there are problems with how this message is displayed, click here to view it in a web browser.

Expires 11/4/2028



Wed 11/5/2025 11:53 AM



Your Scouting America Membership is up for renewal

Dear Pamela Legried,

This is a friendly reminder that your annual Scouting America membership will expire in **56 days on 12/31/2025**. If you have already completed your renewal Thank you and welcome to another great year of Scouting Adventure. If you have Not already renewed you can contact your leader for guidance or **click here to directly renew** your membership(s) in the below organization(s).

Are you receiving the emails from Scouting America! If not, check your Spam or Junk folders. Has your email changed? National uses the email in your my.scouting.org account.

From: Scouting America <noreply@scouting.org>
Date: Mon, Aug 4, 2025, 6:07 PM
Subject: OLR Renewal Email Receipt
To: <bbright04@gmail.com>



THANK YOU FOR RENEWING WITH SCOUTING AMERICA

We're excited you're continuing your membership with Troop 0043 as Committee Member, member ID 135564937.

A copy of your receipt may be obtained from the link below.

[Click here](#)

Thank you again.

Let the fun and adventure of Scouting continue!

Gamehaven 299
[511 Northern Hills Dr NE](#)
[Rochester, MN, 55906-](#)
(507) 287-1410

When you submit a self-renew payment, you receive a payment receipt from Scouting America.

Key 3 Leaders receive emails the first day of each month when there are members due to renew. Key 3 Delegates (or other functional roles) **do not** receive these emails.

File Message Help


Member Renewal Information

Scouting America <noreply@scouting.org>
To Pamela Legried

Retention Policy 3 Year Delete (3 years) Expires 10/31/2028

☺ Reply Reply All Forward Sat 11/1/2025 2:31 PM

📘 If there are problems with how this message is displayed, click here to view it in a web browser.



Member Renewal Information

Dear Pamela Legried,

Here is your units renewal registration update. Action might be required for any members listed below.

Organization Name: Troop 0082
Expiry Date: 12/31/2025

List of persons to be renewed (youth)

Where do you change your email?

(FYI changing an email in Scoutbook does not change it in your my.scouting.org account.)

Login to my.scouting.org

Click on My Profile

Scroll down to Contact header

Click on Edit link

Pamela Legried
Member ID: 119135900
Registration Expiration Date: 12/31/2025
SYT Expiration Date: 05/31/2026

My Profile (circled in red)
My Account
My Training
Manage Member ID

Contact

Phones

Mobile
🇺🇸 (507) 696-7344
[Edit](#)

+ Add

Emails

Business Email
Pamela.Legried@scouting.org
[Edit](#) (circled in red)

Still not receiving these emails?

You can run the Members Due Report from your my.scouting.org account>Organization Manager Tool>Reports monthly. Run it as a CSV export and you have emails handy to email families.

Key 3 Delegate do have access to these Reports!

my.Scouting | Organization Manager

Pack 0069 St Paul Lutheran Church **B**

Pack 0069 St Paul Lutheran Church **B** SELECT OR

Reports

Date From: Date To:

CHARTERED ORGANIZATIONS REPORT	Run
The Chartered Organization Report returns a list of chartered organizations within the structure of the district or council.	
EAGLE EXTENSION REPORT	Run
The Eagle Extension Report returns a list of all Youth Member who have been granted an Eagle Extension.	
EXPLORER POST SPECIAL INTEREST REPORT	Run
A report of all active Explorer Posts, showing Community Organization, membership and their special Interest code.	
FUNCTIONAL ROLE ASSIGNMENT REPORT	Run
Listing all functional roles assigned by unit. Can be sorted by role.	
MEMBER OPTED-OUT REPORT	Run
This Report lists all members who have Opted to not renew.	
MEMBERS DUE TO RENEW	Run
This report lists all members due to renew within 2 months or who are lapsed.	

Organization Manager

- Settings
- Unit Pin
- Unit Dashboard
- Roster
- Position Manager
- Reports**

- ✓ Decide annually who will handle renewals (parents/members, the unit, or a combination).
- ✓ Clearly communicate plans, procedures, and expectations to members and families—multiple times. A unit new member coordinator can play a vital role with communication and support.
- ✓ Remind parents (members) to complete renewals on time if they are handling the renewal. Frequent reminders are necessary.
- ✓ Train parents/guardians (members) on how to renew if they are expected to handle the renewals. Use videos and instruction sheets at <https://www.scouting.org/resources/unit-and-membership-renewal/>.

Most important: changes made in Legacy Scoutbook **do not** reflect on your my.scouting.org roster (i.e. end membership, assigning/editing positions).



Pamela Legried

Member ID: 119135900
Registration Expiration Date: 12/31/2025
SYT Expiration Date: 05/31/2026

My Profile



My Training

Topic-Specific Job Aids Below Pt.2

National 10/16/2025

- Unit processing Member – [Click Here](#)
- Unit processing a unit – [Click Here](#)

Welcome to Scouting America!

National 10/08/2025

Parents play a vital role in supporting Scouting America's approach to prevention. This short video provides an important overview of safeguarding and we hope you take a few minutes to watch it now.

[Welcome to Scouting America](#)

You can find topic-specific job aids at the links below Part 3

National 09/10/2025

- Council processing a unit – [Click Here](#)
- Council processing an individual – [Click Here](#)

You can find topic-specific job aids at the links below Part 1

National 09/10/2025

- Individual processing renewal – [Click Here](#)
- Parent renewing a youth – [Click Here](#)

Renewal Resources are Available Online!

National 06/18/2025

Current renewal resources, including job aids and videos, can be found [here](#) in the "Job Aids" section.

Other resources, such as webinar recordings, presentations, and infographics, can be found in the "Additional Resources" section of the same page.

There are Job Aids to help you and families navigate renewals!

<https://www.scouting.org/resources/unit-and-membership-renewal/>

[Home](#) > [Resources](#) > [Unit and Membership Renewal](#)

Unit and Membership Renewal

Scouting America provides an online process for member and unit renewals. Below are several resources to help ensure a smooth and efficient renewal experience. All units and members currently registered with Scouting America must complete this process annually.

Renewal Reminders



Renewal Reminders
Scouting America



Key Steps for Membership & Unit Renewal (PDF)

– Job Aids

Job Aids - Councils

- Council Processing Individual Renewal Aug. 2025
 - Council Processing Individual Renewal Aug 2025 Video
- Council Processing Unit Renewal Oct. 2025
 - Council Processing Unit Renewal Aug 2025 Video

Job Aids - Individual / Unit

- Adults / Self or Parent/ Youth Renewing Their Membership Sept. 2025
 - Video coming Soon
- Renewing Multiple Positions Sept. 2025
- Unit Processing Unit Renewal Oct. 2025
 - Unit Processing Unit Renewal Aug. 2025 Video
- Unit Key 3 Renewing Members Aug 2025
 - Unit Key 3 Renewing Members Aug 2025 Video

Job Aids - General

- Approvals for Units and Member Renewals Aug. 2025
- Members Without Units Aug. 2025

Your Unit is a “box” that holds the membership. Renew the “box” first. Remember Member Renewal and Unit Renewal are separate processes now.

Is there one tool that gives me the most information with minimal effort? YES! Use the Export Roster link from the Roster.

Pack 0069 St Paul Lutheran Church **B**

Pack 0069 St Paul Lutheran Church **B** [SELECT ORG LEVEL](#)

Roster

Search

Compose Print Edit Profile **Export Roster** Filter

	Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Rhys Ander		Youth Member	M	Second Grade	⊖	New	N/A	Current	⊖	09/30/2026
<input type="checkbox"/>	Xavie Ander		Youth Member	M	Third Grade	⊖	New	N/A	Current	⊖	09/30/2026

Chartered Organization

Organization Manager
Settings
Unit Pin
Unit Dashboard
Roster
Position Manager
Reports

authorized purposes on behalf of the Scouting America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Gamehaven 299
 Wakpaota 04
 Pack 0069 (B), St Paul Lutheran Church

Export to CSV Export to PDF

905
 Pamela Legried
 11/01/2025

1 of 2 GO

Full Name	Last Name	Suffix	Gender	Position Name	Grade	Rank	Program	Age	Is SL Subscriber	SYT Status	SYT Completion Date	SYT Expiration Date	Street	City	State	Zip	Email	P/G Email	Phone	Registration Expiry Date
Anderson	Anderson		M	Youth Member	Second Grade		Cub Scouting	8	No	Never Taken					MN			tom261228@gmail.com		09/30/2026
Anderson	Anderson		M	Youth Member	Third Grade		Cub Scouting	9	No	Never Taken					MN			tom261228@gmail.com		09/30/2026
Barsness	Barsness		M	Chartered Organization Rep.			Cub Scouting	54	No	Current	10/04/2024	05/31/2026	48840 County Pine Island 11 Blvd		MN	55963-7502	ebarsness@gmail.com		1-507-993-5584	12/31/2025

You don't even have to export it! With the view on your screen, you can see the Registration Expiry Date, Parent/Guardian (P/G) Email of the connected parent to the youth who receives the notifications to renew, and SYT Expiration Date of Adults.

Don't let SYT expire for your adult members! Gamehaven Council's current SYT policy is to suspend all positions of adults that have allowed SYT to expire. The person receives an email from the Council that all activity with youth is not allowed until SYT renewed.

Scoutbook Plus Units

Unit Search

Unit Type

Select Unit Type

Attention

It's time to renew your membership in Scouting as it expires on **12/31/2025**. To continue your involvement in your unit, and maintain access to Scouting resources, click on "Renew".

Cancel Renew

Watch which button you click when your registration is in renewal period!

TIP:
The parent that submitted their child's online youth application or is listed on a paper application is the connected parent and will remain the first placeholder for receiving the notifications from National, unless the Registrar adds the Guardian status to another parent. Please tell your parents not to list an email for the whole family or swap the other parent's email in on the application. **Each person should have a unique email.**

You can also see parent emails (or add them) from the youth's profile in Scoutbook Plus). This doesn't work in Legacy Scoutbook.

Roster Advancements

Search by Name or Member ID

<input type="checkbox"/>	Name ↓
<input type="checkbox"/>	Eric [redacted]
<input type="checkbox"/>	Freja [redacted]

Freja Anderson

RENEWED

Last Rank Scouts BSA - Scout
Last Rank Cub Scout - Arrow of Light

ID
14738590

Unit
Troop 0082
Sub unit
Dumpster Fire

Date Joined Scouts BSA [DATE]

About me (hobbies, scouting experience)...

Relationships

- Michelle / Freja Anderson
- Michelle / Freja Anderson
- Hoen Anderson
Freja Anderson is Daughter of Hoen Anderson

If Families or Adults inform you they are not renewing, use the Opt Out feature in the Roster when status is Eligible to Renew. The ability to apply this status appears to go away shortly after the expiry date.

Pack 0069 St Paul Lutheran Church SELECT ORG

Roster

Search

Compose Print Edit Profile Export Roster

Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiry Date
<input type="checkbox"/> Rhys Anderson		Youth Member	M	Second Grade	⊖	New	N/A	Current	⊖	09/3
<input type="checkbox"/> Xavier Anderson		Youth Member	M	Third Grade	⊖	New	N/A	Current	⊖	09/3
<input type="checkbox"/> Eric Barsness		Chartered Organization Rep. Trained Committee Member Executive Officer	M		⊖	Re-Registered	N/A	Eligible to Renew	⊖	12/3

If you apply the Opt Out status by mistake or the person changes their mind, only the Registrar can change status back to Eligible to Renew.

! Are you sure you want to opt out the selected members from renewing their membership?

Opting out will not allow this person to be renewed at all and must be undone by the Council Registrar.

Cancel **OK**

Opt out of renewal

⊖

Opted Out

The report to run if paying at the council and having the Registrar post the renewal:
Unit Payment of Membership Renewal.

Pack 0069 St Paul Lutheran Church **B**

Roster

Search

Compose Print Edit Profile Export

Name	Member ID	Role	Gender	Grade	SL	
<input checked="" type="checkbox"/> Rhys Ande...		Youth Member	M	Second Grade			New	N/A	Current
<input checked="" type="checkbox"/> Xavi Ande...		Youth Member	M	Third Grade			New	N/A	Current

Membership Cards
Unit Payment of Membership Renewal
Youth Member Age Report
Unit Renewal Receipt

First Name **Lynn**
 Last Name **[REDACTED]**
 Member ID **[REDACTED]**
 Position **Chartered Organization Rep.**
 Unit Type **Pack**
 Unit Number **0082**
 Gender Accepted **F**
 Chartered Organization **Zumbro Lutheran Church**
 Scout's Life Subscription **No**

Make the check payable to your local council.

Registration Fee	\$ 65.00
Council Program Fee	\$ 15.00
Scout's Life Magazine	\$ 0.00
Total Due	\$ 80.00

Council	Organization	Position	Effective Date	Expiry Date
Gamehaven 299	Pack 0082 (F)	Chartered Organization Rep.	01/01/2025	12/31/2025
Gamehaven 299	Troop 0082 (B)	Chartered Organization Rep.	02/01/2025	12/31/2025
Gamehaven 299	Troop 0082 (G)	Chartered Organization Rep.	02/01/2025	12/31/2025

Gamehaven 299
 511 Northern Hills Dr NE,
 Rochester, MN 55906
 (507) 287-1410

When an adult is selected alone for the Unit Payment of Membership Renewal, it will list all positions-primary (paid) and multiple.

In an adult self-renewal online paid process, all positions are seen as well.

Unit Key 3 Leader processing the Renewal: Renew link from Roster. Must check box for individuals to be renewed.

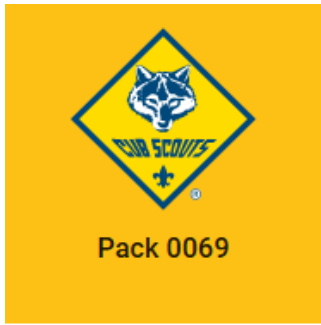
Troop 0082 Zumbro Lutheran Church G SELECT ORG LEVEL

Roster

Search

Transfer **Renew** Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Lynn . Bestr		Chartered Organization Rep. Trained	M			Multiple	N/A	Eligible to Renew		12/31/2025



Organization Manager

Settings

Unit Pin

Unit Dashboard



Roster

Position Manager

Reports

Search

Compose Print Edit Profile Export Roster Filter

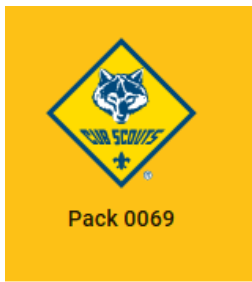
Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Jaxon Waki 		Youth Member	M	Fifth Grade	⊖	Re-Registered	Completed	Current	🔕	09/30/2026
<input type="checkbox"/> Wyatt Wegi		Youth Member	M	Third Grade	⊖	Re-Registered	Submitted	Eligible to Renew	🔕	10/31/2025
<input type="checkbox"/> Kaed Willi 		Youth Member	M	First Grade	⊖	Re-Registered	Completed	Current	🔕	09/30/2026
<input type="checkbox"/> Knox Willi		Youth Member	M	Second Grade	⊖	New	N/A	Current	🔕	09/30/2026
<input type="checkbox"/> Trevi Witel		Youth Member	M	Fifth Grade	⊖	Re-Registered	N/A	Eligible to Renew	🔕	12/31/2025
<input type="checkbox"/> Elijah		Youth Member	M	First Grade	⊖	New	N/A	Current	🔕	10/31/2026

< 1 2 3 >

> Membership Renewal Orders

> Unit Paid Membership Renewal Batches

Don't forget the menus at the bottom of the Roster!



Organization Manager

Settings

Unit Pin

Unit Dashboard

Roster

Position Manager

Reports

Membership Renewal Orders

Search

Name	Order ID	Status	Updated	Position	SYT Expiration	Paid	Approved	Receipt
Kaeder	1398102	Completed	10/01/2025	Youth Member	N/A	Yes	Yes	
Wyatt	1466271	Submitted	10/31/2025	Youth Member	N/A	No	Yes	
Saman McCau	1466376	Completed	11/01/2025	Committee Member	11/06/2025	Yes	Yes	
Brian F	1466377	Completed	11/01/2025	Den Leader	10/23/2026	Yes	Yes	

< 1 2 >

Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid	Delete
+ James McCauley	08/31/2025, 3:05:08 pm	3	Yes	GO TO PAYMENT
- James McCauley	09/30/2025, 10:38:05 am	3	Yes	GO TO PAYMENT

Name	Order ID	Status	Updated	Position	SYT Expiration	Paid	Approved	Receipt
Parks Th	1398100	Completed	10/01/2025	Youth Member	N/A	Yes	Yes	
Jaxon W	1398101	Completed	10/01/2025	Youth Member	N/A	Yes	Yes	
Kaeden	1398102	Completed	10/01/2025	Youth Member	N/A	Yes	Yes	

- James McCauley	10/31/2025, 11:22:54 am	2	Yes	GO TO PAYMENT
------------------	-------------------------	---	-----	---------------

Name	Order ID	Status	Updated	Position	SYT Expiration	Paid	Approved	Receipt
Samantl	1466376	Completed	11/01/2025	Committee Member	11/06/2025	Yes	Yes	
Brian Fo	1466377	Completed	11/01/2025	Den Leader	10/23/2026	Yes	Yes	

< 1 >


Click on the expandable menus at bottom of Roster.

Submitted status means the renewal did not go through payment stage and the individual is not renewed. The order must be either withdrawn or payment completed from the parent's my.scouting.org account (for a youth) or in the adult's my.scouting account.

Using the link from a text or email notification does not get back to the initiated renewal. Go to My Application>My Renewal tab.


Membership Renewal Orders

Search

Name	Order ID	Status ①	Updated	Position	SYT Expiration	Paid	Approved	Receipt
Kaeden \ 	1398102	Completed	10/01/2025	Youth Member	N/A	Yes	Yes	

Receipts can be printed from the icon on the far right.

Key 3 Leaders paying online for Unit Renewal can get the Unit Renewal Receipt from Print in the grey banner above names in the Roster.



Payment Confirmation

Order ID:	136606
Name:	Jaxon Spring
Transaction Date:	August 30, 2024 09:52 AM
Organization:	Pack 0069 (B) St Paul Lutheran Church

BSA Youth Registration (Trad.)	\$85
Scout Life Domestic Rates	\$15
Council Fee	\$85
Administrative Fee	\$5.55
Total Amount:	\$190.55
Total Amount Paid:	\$190.55

Getting Ready for Unit Renewal

Required leadership positions

- **Chartered Organization Representative (COR)** (but not for Exploring Post)
- **Executive Officer** (no fee position)
- **Unit Committee Chair**
- **Unit Leader** (e.g., Cubmaster, Scoutmaster, Crew Advisor, Sea Scout Skipper)
- **At least two Committee Members**
- **Den Leader** (required for Packs only)

Additional requirements

- **Minimum Youth:** Five paid youth or program participants are required.
- **Female Leaders:** Units with female Scouts BSA Troops, co-ed Sea Scout Ships, Explorer Posts, or Venturing Crews must have at least one registered female leader.
- **Validation Errors:** Units must resolve any validation errors before renewing. These can include a lack of required leadership positions, expired Safeguarding Youth Training, or other compliance issues.



Troop 0082

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Unit Data Metric Entry

Roster

Transfer in

Position Manager

Reports

Registered Positions

Functional Roles

KEY 3:

Committee Chair (1/1*)

+ Pamela Legried ✓

Chartered Organization Rep. (1/1*)

+ Lynn B ✓

Scoutmaster (1/1*)

+ Ronda ✓

Council Unit Representative (0)

Assistant Scoutmaster (3)

+ William ✓

+ Thomas ✓

+ Lisa Fer ✓

Committee Member (2)

+ Phillip ✓

+ Glenn ✓

ASSIGN Lynn Bestrom +

Executive Officer (1*)

+ Rob Zahn

New Member Coordinator (0)

ASSIGN Lynn Bestrom +

Unit Chaplain (0/1)

Unit College Scouter Reserve (2)

+ Heather ✓

+ Peter M ✓

Unit Participant (2)

+ Ella F ✓

+ Adeli ✓

Unit Religious Emblems Coord (0/1)

Unit Scouter Reserve (0)

Easier to view if your Unit meets minimum position requirements from the Position Manager feature when navigating to Roster or using Organization Manager tool of my.scouting.

Only the Chartered Org Rep (or an adult the Rep assigned in Functional Roles>COR/CUR Delegate) can move positions in this tool and then Save Changes.

Note: When positions changed from a 1 only position, it takes an overnight sync for error message to go away. See next slide.



Troop 0355

Registrar Tools

Search

Dashboard

New Unit

Unit Renewal

Redistricting

Position Manager

Maintenance

Data Management

Reports

User Guide

Criminal Background Chec

Additional Registration

Registered Positions Functional Roles

KEY 3:

Committee Chair (1/1*)

+ Lindsay Ranschau ✓

ASSIGN Ryan Ranschau +

Chartered Organization Rep. (1/1*)

+ Ryan Ranschau ✓

ASSIGN Lindsay Ranschau +

Scoutmaster (1/1*)

+ Eric Reuss ✓

Council Unit Representative (0)

Assistant Scoutmaster (3)

+ Rebecca Rouhoff ✓

+ Ashley Von Ruden ✓

+ Jerry Falde ✓

Committee Member (7)

+ Sally Kos ✓

+ Nathan Richter ✓

+ Stephanie Reuss ✓

+ Matt Reuss ✓

+ Valerie Bomar ✓

ASSIGN Ryan Ranschau +

Show All

Executive Officer (1*)

+ Loren Olson

New Member Coordinator (1)

+ Nicholas Dickerson ✓

ASSIGN Ryan Ranschau +

Unit Chaplain (0/1)

Unit College Scouter Reserve (0)

Unit Participant (0)

Unit Religious Emblems Coord (0/1)

Unit Scouter Reserve (0)

Discard Changes

Save Changes



Troop 0355

Registrar Tools

Search

Dashboard

New Unit

Unit Renewal

Redistricting

Position Manager

Maintenance

Data Management

Reports

User Guide

Criminal Background Chec

Registered Positions Functional Roles

KEY 3:

Committee Chair (1/1*)

+ Lindsay Ranschau ✓

Chartered Organization Rep. (2/1*)

+ Ryan Ranschau ✓

+ Sally Kos ✓

ASSIGN Lindsay Ranschau +

Too many people are assigned to this position.

Scoutmaster (1/1*)

+ Eric Reuss ✓

Council Unit Representative (0)

Assistant Scoutmaster (3)

+ Rebecca Rouhoff ✓

+ Ashley Von Ruden ✓

+ Jerry Falde ✓

Committee Member (7)

+ Nathan Richter ✓

+ Stephanie Reuss ✓

+ Matt Reuss ✓

+ Ryan Ranschau ✓

+ Valerie Bomar ✓

Show All

Executive Officer (1*)

+ Loren Olson



Troop 0082

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Unit Data Metric Entry

Roster

Transfer in

[Position Manager](#)

Reports

[Registered Positions](#)[Functional Roles](#)**KEY 3:****Committee Chair (1/1*)**

+ Pamela Legried ✓

Chartered Organization Rep. (1/1*)

+ Lynn f ✓

Scoutmaster (1/1*)

+ Ronda ✓

Council Unit Representative (0)**Assistant Scoutmaster (3)**

+ William ✓

+ Thomas ✓

+ Lisa Fee ✓

Committee Member (2)

+ Phillip ✓

+ Glenn ✓

ASSIGN Lynn Bestrom +

Executive Officer (1*)

+ Rob Zahn

New Member Coordinator (0)

ASSIGN Lynn Bestrom +

Unit Chaplain (0/1)**Unit College Scouter Reserve (2)**

+ Heather ✓

+ Peter M. ✓

Unit Participant (2)

+ Ella F ✓

+ Adeli. a ✓

Unit Religious Emblems Coord (0/1)**Unit Scouter Reserve (0)**

Position Manager defaults to Registered Positions view. Functional Roles is the tab next to Registered Positions tab. National just added many new functional roles.

This appears to be National's plan to have Scoutbook Legacy fully transitioned to Scoutbook Plus by the end of the year. No details to share yet.


Only registered people can be added here.

No more adding parents to these roles like you could in Scoutbook, unless the parent completes an adult application and takes SYT to be fully registered.

To add the person, click on ADD and then select from the drop-down menu.

Registered Positions Functional Roles

Activity Approver/Creator/Remover/Editor (0) ADD +	Advancement Approver (0) ADD +	Advancement Awarder (0) ADD +
Advancement Editor (includes Youth Leadership) (0) ADD +	COR/CUR Delegate (0/1) ADD +	Calendar Editor (0) ADD +
Calendar Editor by SubUnit (0) ADD +	Committee Secretary (0/1) ADD +	Create Messages (0) ADD +
Digital Product Sale Manager (0/10) ADD +	First Class Requirement Editor/Approver (NO SM NO BOR) (0) ADD +	Key 3 Delegate (0/3) ADD +
P.O. Creator/Editor (0) ADD +	Profile Editor (0) ADD +	Registration Inquiry (0) ADD +
Scout Requirement Editor/Approver (NO SM) (0) ADD +	Second Class Requirement Editor/Approver (NO SM NO BOR) (0) ADD +	Tenderfoot Requirement Editor/Approver (NO SM NO BOR) (0) ADD +
Unit Advancement Chair (1/1) + Glenn [dropdown] -	Unit Training Chair (0/1) ADD +	Unit Treasurer (0/1) ADD +
Youth Protection Champion (0/1) ADD +		



Troop 0082

Organization Manager

- Settings
- Unit Renewal**
- Unit Pin
- Unit Dashboard
- Unit Data Metric Entry
- Roster

Troop 0082 Zumbro Lutheran Church G

Roster

Search

Transfer Renew Compos

	Name	Member ID	Role	Gender	Grade	SL
<input type="checkbox"/>	Lynn / Bestro		Chartered Organization Rep. Trained	M		
<input type="checkbox"/>	Lisa Feens		Assistant Scoutmaster Trained	F		

Both the Registrar or a Unit Key 3 Leader can access the Unit Renewal tool now that Unit Renewal period opened on 11/1/2025.

This step must be done before 12/30/2025 or members will have no unit to renew to.

When the Registrar does the Unit Renewal, the fee is \$100 (pulled from the custodial account.)

When the Key 3 Leader does it, additional processing fees are added: 3% for credit card, \$1 for E-Check.

Charter validation errors that prevent Unit Renewal:


Minimum positions not met.

Adult or Unit Participant with expired SYT.

Executive Officer missing. Were they not renewed?

Female leader missing in Troops, Crews, Ships that have female youth.

Why is an adult missing from the list? Were they suspended due to expired SYT?



Troop 0082

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Unit Data Metric Entry
- Roster
- Transfer in
- Position Manager
- Reports

1 Unit Validation
2 Unit Pin Review
3 Payment
4 Confirmation

Unit Leadership

Chartered Organization Rep. Lynn Bestrom	Committee Chair Pamela Legried
Scoutmaster Ronda Marshall	Committee Member Phillip Sohm Glenn Leckband
Executive Officer Rob Zahn	Assistant Scoutmaster William Marshall Thomas Finck Lisa Feenstra
Unit College Scouter Reserve Heather Marshall Peter Marshall	

Chartered Organization

Organization Name Zumbro Lutheran Church	Executive Officer Rob Zahn
Unit Term Jan 1, 2025 - Dec 31, 2025	Unit Address 624 3rd Ave SW Rochester, MN 55902

Membership

7	5
Youth Members	Multiple Members

Validation

> ⚠ Charter validation results: 1 Error

Unit Renewal and Leadership Approval

I, , approve the renewal of the above-named unit and leadership for the year.

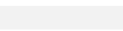
Next Step: Unit Pin Review 29

Validation

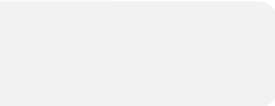
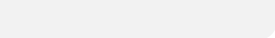


  **Charter validation results: 1 Error**

Error: Leaders do not have current Safeguarding Youth Training

Members Affected:

- Adel 

The Key 3 Leader can remove this error by applying the Opt Out status on the roster for the member affected. If it's past the eligible period to apply Opt Out, contact the Registrar to suspend the member's registration.

<input type="checkbox"/>	Adel  Fee 	Unit Participant	F		Re-Registered	N/A	Opted Out		12/31/2025
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Need to update Unit Credit Card? Done from the Settings page of Organization Manager.



Troop 0082

Organization Manager

[Settings](#)

Unit Renewal

Unit Pin

Unit Dashboard

Unit Data Metric Entry

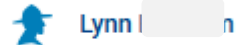
Roster

Transfer in

Position Manager

Key Three Information

[Download Charter Certificate](#)



Lynn [redacted]

Chartered Organization
Rep.



Pamela Legried

Committee Chair



Rond [redacted]

Scoutmaster

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

Payment Information



No payment method on file
Update payment method to proceed

[Update Unit Credit Card](#)

- New Leader Jump Start
- Leader Support
- Adult Recognitions
- Black Pug User Guide
- Cub Scout Recruitment
- Leader Development
- New Cub Scout Program
- Product Sales
- Youth Protection Training
- Useful Forms
- Unit & Membership Renewal**

Scouting America

Gamehaven Council

OFFICE CLOSURES

Gamehaven Scout Camp campus, will be closed on the following dates for the

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Renewal Guides

UNIT RENEWAL GUIDE

INDIVIDUAL RENEWAL COMPLETED BY PERSON OR PARENT

RENEWING MULTIPLE POSITIONS- COMPLETED BY PERSON OR PARENT

INDIVIDUAL RENEWAL-COMPLETED BY THE UNIT

Charter Agreements

GENERAL CHARTER AGREEMENT FOR ALL UNITS

2025 National Membership Fees

Youth.....\$170
This fee includes the national registration fee and \$85 Council Program Fee

Adults.....\$80
This is for ALL registered adults in Scouting America Except Merit Badge Counselors. (This fee includes registration fee and \$15 council program fee)

Merit Badge Counselor\$25
(This fee is the national registration fee, if not registered in any other position)

Exploring Members.....\$65
(For all exploring adults and youth registrations. This fee includes a \$15 council program fee)

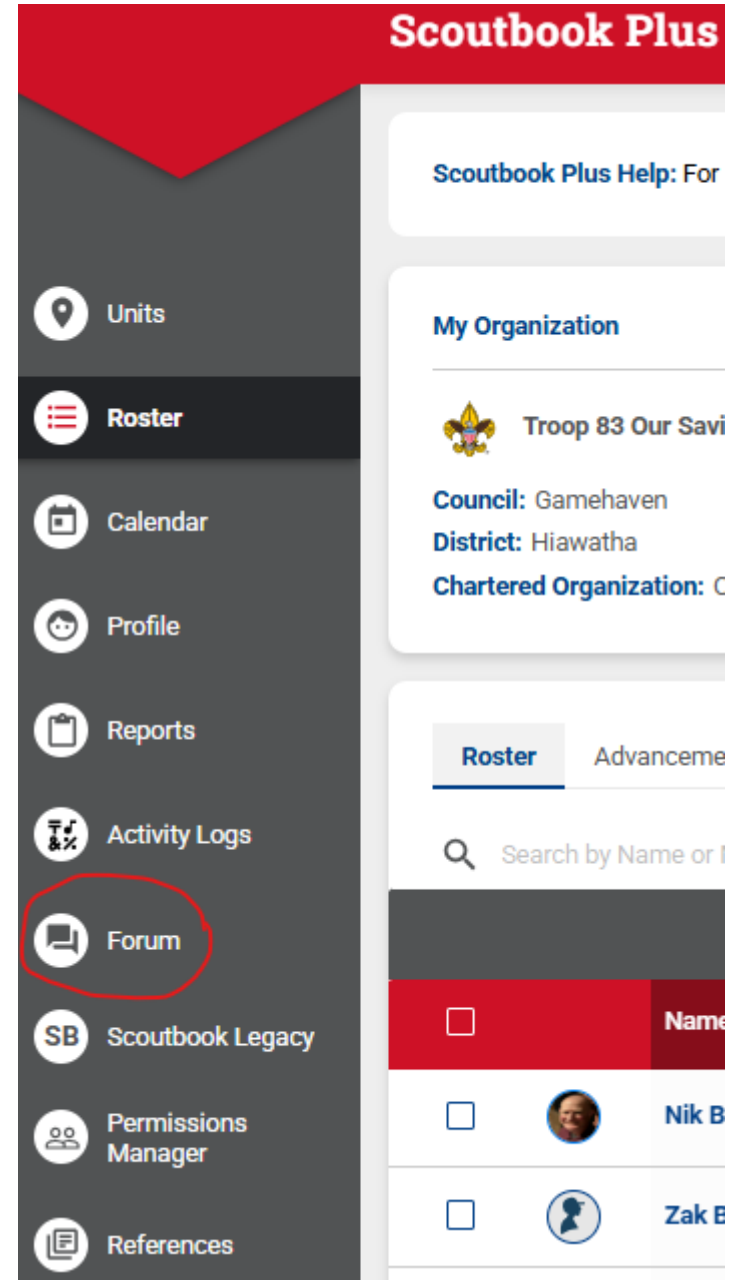
Look for the Unit & Membership Renewal page on our website:
<https://gamehavenbsa.org>

Button links to Job Aids and renewal membership fees listed.

Scoutbook Plus issues?

First, bookmark the domain for Scoutbook Plus instead of logging into Scoutbook Legacy or from the Scouting app:
advancements.scouting.org

Second, once logged in, click on Forum in left menu. Issues and possible resolutions are listed in the threads. You can post your issues and a team of volunteers with Scoutbook Advisory Council respond.



Recap:

- Watch for the Scouting America emails and texts (p5-7)
- Communicate your renewal plan to your Scouting families (p10)
- Use the Job Aids-bookmark Scouting.org Unit & Membership Renewal page (p12)
- Use Export Roster link in Roster tool to monitor expiry dates (p13)
- Apply the Opt Out feature in Roster for non-renewing members (p16)
- Check that you have the minimum positions covered in Position Manager (p23-24)
- Have your Unit renewed before 12/30/2025, even before all your members are renewed. Separate processes now. (p28-30)

Questions?

Pam Legried, Customer Service Representative and Registrar

Pamela.Legried@scouting.org

507-361-5341